



The instructions below will provide you with the steps required to upgrade your individual PACER account in order to properly login to a NextGen CM/ECF court system. Individual PACER accounts created prior to **August 11, 2014** must be upgraded.

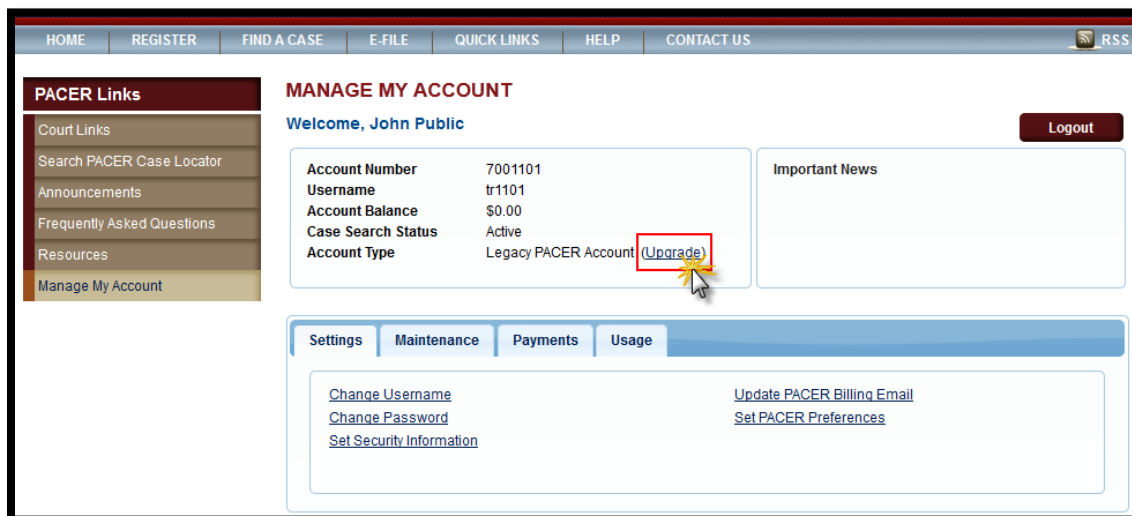
1. Navigate to www.pacer.gov. *Note: This can also be accessed through CM/ECF by clicking on **Utilities > Manage your PACER Account**.*
2. Click on **Manage My Account**



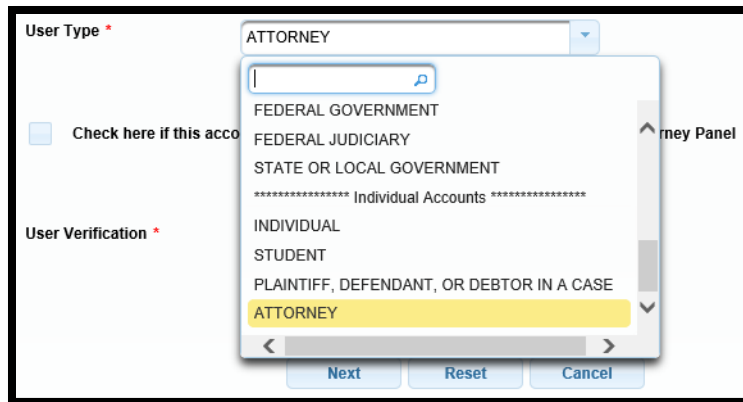
3. **Login** with your PACER username and password.
4. Click the **Upgrade** link next to the Account Type.

Please Note:

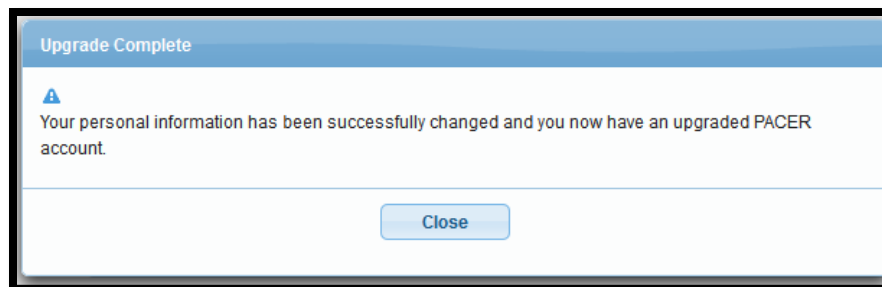
If the Account Type notes “**Upgraded PACER Account**”, there is no need to upgrade.



5. Follow prompts to update/enter all necessary information in each tab.
- If you are an attorney, select **ATTORNEY** as your user type. Click **Next**.



- Complete the Address section. Click **Next**.
 - Create a NEW username and password at the Security screen. Click **Submit**.
6. **Your PACER Account is now upgraded.** The following confirmation screen will appear. *Note: You will no longer be able to use your old PACER username and password.*



For questions, **please contact PACER at 1-800-676-6856.**